



**AIR FORCE MATERIEL COMMAND
Supplement 1**

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Supply

TURN-IN PROCEDURES

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This supplement does not apply to the Air National Guard or US Air Force Reserve units and members.

AFMAN 23-110, Volume 2 (CD), Part Two, Chapter 13 is supplemented as follows:

13.6.3. Activities will prepare local supplements to identify any deviation in the preparation of turn-in requests that are due to the peculiar organizational structures within AFMC.

ATTACHMENT C-3, Type of Turn-In, Column All Others. For Depot Maintenance Business Area Organizations, type organization code "D", enter mark-for data as outlined in chapter 11, attachment A-2, note 13, AFMC Sup 1.

ATTACHMENT D-4, Type of Turn-In, Column All Others. For Depot Maintenance Business Area Organizations, type organization code "D", enter mark-for data as outlined in chapter 11, attachment A-2, note 13, AFMC Sup 1.

13.33. It is the custodian's responsibility to make sure technical equipment (aircraft, missile, aerospace ground equipment (AGE), shop equipment, office machines, etc.) is inspected before requesting turn-in action. The custodian must make sure items have been cleaned, drained, purged, pickled, painted, disassembled (when required), etc. Use the original container, if available. If the items require packaging for storage. when turned in to supply, the custodians will provide an AF Form 451, Request for Packing Service. If the item is unserviceable (condemned), packaging will not be necessary unless local Defense Reutilization and Marketing Office (DRMO) requirements dictate otherwise.

13.35.2.2. Repairable assets may be transferred (FET) to a second custodian when the first custodian's requirement is reduced. Such transfers are dependent upon the gaining custodian accepting responsibility for repair with an overall savings of operation and maintenance (O&M) funds.

13.35.5. (Added) Condition determination of equipment being turned in is a custodian responsibility when they have the necessary skills or when condition is obvious. Contract repair sources are appropriate when the condition is not obvious or custodian does not have necessary skills to determine the condition.

Custodians will use the AF Form 9, Request for Purchase, to obtain a repair cost estimate from a contract service. Item condemnation is normally justified when repair costs exceed 75 percent of replacement cost.

13.35.6. (Added) Supply inspectors have the authority to challenge suspect condition coding based on their skills and experience. Condition challenge differences between the custodian and supply inspector must be resolved locally,

13.35.7. (Added) Base supply will not accept the turn-in of a reparable base-funded equipment item (ERRC NF, budget code 7 or 9, EMC 1, 2, or 3) from a custodian when a replacement item is required. The custodian should use in-house or contract repair to the maximum extent possible to return the asset to a serviceable condition. If repair is not possible, the equipment item will be condemned. When the cost to repair exceeds 75 percent of the replacement cost, the item should be condemned (reference TO 00-25-211 and TO 00-20-3).

13.35.8. Turn-ins of reparable equipment may be appropriate when the requirement or authorization is reduced. The Management & Systems/Materiel Management Officer must determine those reparable assets to be repaired by supply based upon anticipated future requirements. Care is required to make sure repair funds are not expended on equipment which will be transferred to disposal or retained indefinitely on the chance a demand will occur.

Attachment E-1, Note 12. For Depot Maintenance Business Area Organizations, type organization code "D", enter mark-for data as outlined in chapter 11, attachment A-2, note 13, AFMC Sup 1.

ROBERT M. DOUGLAS, Lt Col, USAF
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